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To: [Recipient's Email ID]

CC: [Your Email ID]

Subject: Sincere Gratitude For Being A Board Member

Dear Ms. [Recipient's Name],

I am writing this letter to express my gratitude to you for serving as a board member for four years. As your tenure is coming to an end, I thought that this would be the right time to thank you for your services. During your tenure as the chairman of the board, you have successfully helped the organization overcome difficult times. The way you governed the organization is remarkable.

Besides your governance, the policies that you have implemented in the organization will certainly benefit the organization in the long run. It was a great pleasure to have you as the chairman of the board. Again thank you for all the hard work and the great job that you have done as a board member.

Yours truly,

[Your Name]

[Contact Number]





